

Present: Town Mayor Councillor Mike Pearn MBE (MNP), Councillors Eddie Andrews (EHA), Gary Davis (GJD), Mrs Chris Goodman (CEG), Mrs Andrea Johnson (AIJ) and John Tivnan (JT). Charlotte Booth, Mike Briggs, Mike Cormack, Sue Cormack, Tracey Cullerton, Andrew Evans, Pete Hamlyn, Lisa Hocking, Jan Hogan, Linda Lambert, Debbie Marks, Clare McCallum, Sheena Morton, John Osborn, Jon Sands, Denise Van de Griend, Tony Walsh, Rob White and the Assistant Town Clerk, Milly Southworth (ATC)

	Cllr Mike Pearn welcomed everyone to this the second meeting of the Steering Group plus volunteers for the Torpoint Neighbourhood Plan and also thanked Carbeile Junior School for kindly providing the use of the facilities for the meeting.
1.	<b>Apologies for absence.</b> Apologies for absence were submitted on behalf of: Andy Cole, Jon Cowd, David Morton, Debbie Thorpe, Terry Moore, Mr & Mrs Newell
2.	<b>Declarations of Interest relating to matters on the Agenda</b> None.
3.	<b>Matters arising from the minutes of the previous meeting</b> The minutes of the previous meeting held 24 <sup>th</sup> March 2015 were approved, with no further matters arising.
4.	<b>Appointment of the Chair of the Torpoint Neighbourhood Plan Steering Group</b> a.) It was suggested that anyone who wished to volunteer for the position of Chair would indicate their interest and if more than one person volunteered then they would all be given the opportunity to give a short presentation to the steering group, and then a secret ballot would take place in the meeting. The following persons indicated their wish to undertake the role: Cllr Mrs Andrea Johnson and Mr Jon Sands. After each giving a short presentation, all those present were called for a ballot (four members of the group were not present for the vote as either they had not arrived at the start of the meeting or were out of the room). In the ballot that followed Cllr Mrs Andrea Johnson received 15 votes, Mr Jon Sands received 3 votes (1 paper spoiled, 1 paper marked abstain). It was therefore proposed and agreed that Cllr Mrs Andrea Johnson is appointed as the Chair of Neighbourhood Development Plan Steering Group, until the end of the civic year 2015-16. b.) The group then asked for volunteers for the position of Vice-Chair, Mr Jon Sands indicated that he wished to undertake this position. As there were no alternative volunteers for the post, members proposed and agreed that Mr Jon Sands is appointed as the Vice-Chair of the Neighbourhood Development Plan Steering Group.
5.	<b>Terms of Reference (Draft attached)</b> Members reviewed the draft terms of reference and made the following changes: <u>Purpose</u> Add "to develop and submit the Torpoint Neighbourhood Development Plan to Torpoint Town Council in compliance with the Cornwall Local Plan and National Planning Policy". Point 2.6 Identify and disseminate ways of involving the whole community

	<p>Move Point 2.9 "Regular written reports back to the Town Council" to Defining Roles section</p> <p><u>Membership</u>  Agreed to keep Terms of Reference the same, although discussed the lack of representation in the steering group from particularly the younger generation. The group highlighted where and what action could be taken to encourage the youth to participate and also considered that senior citizens of the town need to be considered in this consultation.</p> <p><u>Defining Roles</u>  4.2 The Steering Group "may" appoint a Communications Co-ordinator</p> <p><u>Roles &amp; Relationships</u>  5.5 ... all Steering Group members abide by the principles and practice of the Town Council Code of Conduct including declarations of interest was approved. In addition add in the following: "All members of the Steering Group will be required to complete a mandatory Register of Interests declaration. It was noted that these are already held on file for all the Councillors who are members of the steering group. ATC to issue Register of Interests documentation to all, <b>Action ATC.</b></p> <p>All agreed to add the following: "In the interest of time, Steering Group members may be required to agree on email, to items that have been previously discussed and agreed during a meeting."</p> <p><u>Meetings</u>  6.2 Agree that method of communication of agenda is via email.  6.3 The notices of meetings (Agenda) should detail the matters to be discussed. Members are required to submit items for the Agenda to the Chair at least seven clear days ahead of the scheduled meeting.  6.5 change to "Meetings will be scheduled as required and made available to the public via noticeboards/websites/online.  6.6 All "Neighbourhood Development Plan" meetings should be open to the public. Open Forum to be included on all agendas.  Record AGM requirement for 2016 to elect a new Chairperson and Vice Chairperson following the Annual meeting of the Council.</p> <p><u>Appendix 1</u>  <u>Working Groups</u>  <u>Finance</u>  Where it states "Members of the community who are involved.... can claim back telephone calls and travel costs", clarification was made that this would only include travel outside of the town.</p> <p><u>Dissolving the Steering Group</u>  All three Appendices were approved.</p> <p>The Chair explained the next process for the Terms of Reference:</p> <ul style="list-style-type: none"> <li>To submit the updated document to Torpoint Town Council for their approval – if further changes are necessary (following the April 2015 meeting) then these will be updated and then referred to the next meeting of Full Council in May 2015.</li> </ul>
6.	<p><b>Appointment of Reporting Officer to Full Council</b>  All approved the appointment of Cllr Mrs Andrea Johnson as Reporting Officer to Full Council.</p>
7.	<p><b>Project Plan (Draft Attached)</b>  It was agreed to set up a Project Plan Working Group, the following members volunteered for the group: Cllr Mrs A Johnson (Chair), Mr J Sands (Vice-Chair), Cllr G Davis and Mr R White. Mr R White offered to take the lead with this working group and a meeting will be held before the next</p>

	<p>meeting of the steering group. It was agreed to add this as a standard agenda item to all meetings and also ensure the updated Project Plan is uploaded to the website in the near future.</p>
8.	<p><b>Initial Questionnaire distributions update</b></p> <ul style="list-style-type: none"> <li>a) The ATC reported that the majority of questionnaires had been handed out to the volunteering team for delivery. It is anticipated that all questionnaires will be delivered to households by the end of the week. Notification and reminders are continually being placed on social media. Distribution venues: the Council Offices, the Library and CostCutter are also encouraging local customers to complete the questionnaire.</li> <li>b) SurveyMonkey Gold membership has been purchased, the payment cheque needed to be posted abroad, so there has been delay with setting up the on-line survey. It is hoped that this setback will be resolved this week. (Post meeting note: the online survey was able to go live the week after this meeting was held.) The Chair explained the process for inputting the data from the questionnaires and it was agreed to set up a Data Entry Working Group. Volunteers were sought for this group and the following expressed an interest in joining the Working Group: Sue Cormack, Tracey Cullerton, Cllr Gary Davis, Lisa Hocking, Cllr Mrs Andrea Johnson, Debbie Marks, Clare McCallum, Sheena Morton, John Osborn, Tony Walsh, Denise Van de Griend. The Chair will take the lead on this group and will email these volunteers with further instructions and the link needed when inputting can commence. SurveyMonkey will also be used as any analysis tool and key themes will then be identified. At this point Rob White pointed out that as the appointed Chair of the Steering Group, Cllr Mrs Andrea Johnson needs to ensure that the workload she takes on is not too much. This point was acknowledge by the Chair.</li> </ul>
9.	<p><b>Communication plan</b></p> <ul style="list-style-type: none"> <li>a) The ATC showed members the recent front page headline for the Neighbourhood Plan in the April edition of the Advertiser. All agreed that this free advertising and publicity for the Plan is very worthwhile, especially as the paper is delivered free to all homes in the Rame Peninsula. Members discussed other local publications and other mechanisms for publicity. The group started to identify where there might be gaps in the responses to the questionnaire and gave an example that local residents in the residential homes will not been given their opportunity to have their say, also the age demographic, ensuring that all age groups are able to have their say. Much discussion took place over the question of consulting with those persons currently residing at HMS Raleigh, albeit awareness from the members that these are a transient population. The outcome of this discussion resulted in the recommendation that a Communications Working Group is set up. Volunteers were sought for this group and the following expressed in interest in joining the Working Group: Charlotte Booth, Andrew Evans, Cllr Gary Davis, Denise Van de Griend, Jon Sands, Jon Sands agreed to take this lead with this group.</li> <li>b) Website – suggestions for inclusion in the Neighbourhood Development Plan were given, including, old and new photographs of the town; list of members of the steering group; key dates for the project; all agenda and minutes of meetings; a link to the initial online questionnaire. All agreed that use of colours and simplicity of the website would be preferred. Post meeting note: Chair, Vice-Chair and ATC to meet with the webmaster with recommendations. It was highlighted at this stage that permissions need to be obtained when using photographs.</li> <li>c) Additional publicity: the NP Facebook page, which has now been liked by over 300 people</li> <li>d) As the deadline for the return of questionnaires approaches, it was suggested that banners could be displayed to remind residents to return their completed form – action.</li> <li>e) Communications questionnaire gathered at the initial meetings – analysis of the respondents will be published, along with the questions posed, action Chair and ATC.</li> </ul>

10.	<p><b>Financial Update</b></p> <p>a) The ATC explained that it is anticipated over £3,000 of the initial grant funding amount received (£5,200) has been spent. All unspent funds as at 31<sup>st</sup> March 2015, have to be returned to the funding authority. The Council will be asked to approve the cost for the return of the expenditure of the initial questionnaires and also the additional expenditure for the website updating. A summary of final expenditure will be provided for the next meeting.</p> <p>b) Further grant funding will be investigated by the Chair and ATC</p> <p>c) Cllr Gary Gavis explained the £10,000 grant funding awarded by Awards for All to Torpoint Town Council and how the Vision for the town of Torpoint will link into the use of this funding.</p>
11.	<p><b>Next steps</b></p> <p>The Chair explained the following plans:</p> <ul style="list-style-type: none"> <li>• Completion of questionnaire distribution</li> <li>• Gaps in distribution to be agreed and acted upon</li> <li>• On line survey to commence, with deadline with completion extended</li> <li>• Commencement of data entry of paper surveys</li> <li>• Project plan commencement</li> <li>• Submit additional funding application</li> <li>• Communications group initial meet</li> <li>• Circulate members' lists and email contact details</li> <li>• Question regarding initial consultation with land owners – these have been consulted</li> <li>• Council plans for housing discussed</li> <li>• Report to Full Council discussed and agreed</li> <li>• Volunteering hours – running total to be recorded by ATC</li> <li>• Middle age group – need to encourage feedback from this demographic group</li> <li>• Meeting for Chamber of Commerce in locality of Liskears, Callington and Saltash being held on 22<sup>nd</sup> April 2015</li> </ul>
12.	<p><b>Date of next meeting</b>  <b>Monday 11<sup>th</sup> May 2015, 7pm, Committee Room, Council Chambers.</b>  Agenda to be compiled by Chair and issued by ATC, at least three clear days prior to the next meeting, via email.</p>